

Information with respect to the Sub Court, Kollam under Section 4(1)(b) of the Right To information Act, 2005

I. Organisation, functions and duties

(a) Two Courts are working under the establishment of Sub Court, Kollam namely Principal Sub Court and Additionl Sub Court. These Courts are vested with original jurisdiction both in Civil and Criminal matters.

(b) The administrative wing consist of Sheristadar-1, Junior Superintendent-2, Bench Clerk-2, Clerks-11, Confidential Assistant-2, Typist-5, Attender-1, Court Keeper-1, Office Attendant-4 Total-29

(c) The functions and duties of the Principal Sub Court and Additional Sub Court are primarily based on administration of Justice in its jurisdiction.

II. The powers and duties of officers and employees

The Principal Sub Court and Additional Sub Court exercises jurisdiction on original side both in civil and criminal matters arising in the District. On the judicial side, its duty is to receive and dispose the cases and matters pertaining to the administration of justice and in the administrative side, that are as prescribed in the Manual of Office procedure, various Rules of Practices, Service Rules,etc.

III. The procedure followed in the decision making process, including channels of supervision and accountability

(a) In the judicial side, proceedings are channeled through Judicial Service Centre-> Sheristadar-> Court Fees/Inward Section Clerk-> Bench Clerk-> Judicial Officer.

(b) In the administrative side, files are channeled through Clerks/Junior Superintendents-> Sheristadar ->Judicial Officer.

IV. The norms set for the discharge of functions

The functions of these Courts are discharged in accordance with the various rules and regulations constituted for the purpose. Issues are dealt with on priority basis, expeditiously taking in to account, the various instructions issued from superior courts from time to time.

V. The rules, regulations, instructions, manuals and records held or under the control or used by the employees for discharging the functions

(a) The rules, regulations, instructions, manuals and records held or under the control or used by the employees for discharging Judicial functions of the Courts are various Central and State Acts and Rules in Civil and Criminal matters.

(b) The rules, regulations, instructions, manuals and records held or under the control or used by the employees for discharging Administrative functions of the Courts are Manual of Office procedure, Kerala Service Rules, Kerala State and Subordinate Service Rules, Kerala Civil Services (Classification, Control and Appeal) Rules, Special Rules for Kerala Last Grade Servants, Kerala Government Servants' Conduct Rules.

VI. Categories of documents that are held or under the control

- (a) Documents and records pertaining to cases, pending and disposed
- (b) Records sent by subordinate courts
- (c) Documents and records of administrative matters

VII. Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the policy or implementation thereof

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof.

VIII. Statement of Boards, Councils, Committees and other bodies

Internal Complaints Committee have been constituted by the Principal Sub Judge.

IX. Directory of Officers and Employees

Sub Court, Kollam:- 04742799337

X. Monthly remuneration received by Officers and employees

The monthly remuneration is likely to change depending on the grant of increments and variation in the dearness allowance sanctioned by the Government from time to time. The sanctioned strength and pay scales of the officers and employees of this establishment are furnished at Annexure-A.

XI. Budget allocated to the Agencies, indicating the particulars of all plans, proposed expenditures and disbursement made

Statement of Budget allocated for the financial year 2018-2019 to this establishment is available in Annexure-B.

XII. Manner of execution of subsidy programmes, including amounts allocated and details of beneficiaries of such programmes

No subsidy programmes are executed by this establishment and no amount has been allocated for the same.

XIII. Particulars of recipients of concessions, permits or authorisations granted

Not applicable

XIV. Information held by/ available reduced in an electronic formulation

Cases from the date of filing till disposal have been reduced to electronic form and are available at the website

XV. Facilities available to citizens for obtaining information including the working hours of a library or reading room, in maintained for public use

(a). Public can directly access the Touch Screen Kiosk facility or enquiry can be made at the Judicial Service Centre for status of cases.

(b). Public can access the search facility in the District Court website to avail information in cases pending/ disposed

(c). Information on other matters can be obtained from the public Information Officer as per provisions of the RTI Act, 2005.

(d). No library is maintained for public use

XVI. Name, Designation and other particulars of the appellate authority and public information officer

(a). Public Information Officer

Lekha. V
Junior Superintendent,
Sub Court, Kollam
Phone : 04742799337

(b). Assistant Public Information Officer

(c). Appellate Authority

Gopalakrishnan.V
Sheristadar,
District Court, Kollam
Phone : 04742794536

Annexure – A

**Staff strength and pay scales of the officers and employees of
Sub Court, Kollam**

Sl. No.	Name of Post	Strength	Scale pf pay	Spl.Allo.	Comp.All
1	Prl.Sub Judge	1	39530-54010	1875	
2	Addl.Sub Judge	1	39530-54010		
3	Sheristadar	1	39500-83000		
4	Junior Superintendent	2	30700-65400		
5	Bench Clerks Gr. 2	2	27800-59400	120	
6	Clerks	11	19000-43600		
7	Confidential Assistant	2	25200-54000	600	
8	Typist	5	19000-43600		
9	Attender Gr.2	1	17500-39500		100
10	Court Keeper	1	17000-37500		100
11	Office Attendant	4	16500-35700	120	100

Annexure – B

Statement showing budget grant under various heads of accounts

Head of Account	Budget Amount
2014-00-105-99-00-01-01-N-V	<u>53,224,000</u>
2014-00-105-99-00-01-02-N-V	<u>8,240,000</u>
2014-00-105-99-00-01-03-N-V	<u>2,772,000</u>
2014-00-105-99-00-01-04-N-V	<u>2,508,444</u>
2014-00-105-99-00-01-04-N-V	<u>189,466</u>
2014-00-105-99-00-01-05-N-V	<u>1,693,000</u>
2014-00-105-99-00-04-01-N-V	<u>1,827,061</u>
2014-00-105-99-00-04-02-N-V	<u>371,935</u>
2014-00-105-99-00-05-01-N-V	<u>25,334</u>
2014-00-105-99-00-05-02-N-V	<u>994,437</u>
2014-00-105-99-00-05-03-N-V	<u>651,000</u>
2014-00-105-99-00-05-03-N-V	<u>102,047</u>
2014-00-105-99-00-05-04-N-V	<u>1,430,501</u>
2014-00-105-99-00-06-00-N-V	<u>524,160</u>
2014-00-105-99-00-18-00-N-V	<u>1,193,400</u>
2014-00-105-99-00-21-02-N-V	<u>25,038</u>
2014-00-105-99-00-45-00-N-V	<u>50,664</u>
2014-00-112-99-00-01-01-N-V	<u>225,000</u>
2014-00-112-99-00-01-02-N-V	<u>22,000</u>
2014-00-112-99-00-01-03-N-V	<u>14,000</u>
2014-00-112-99-00-01-05-N-V	<u>14,000</u>
2014-00-800-93-00-06-00-N-V	<u>1,383,129</u>
2014-00-800-93-00-45-00-N-V	<u>19,876</u>
2014-00-800-89-00-01-01-N-V	<u>2,970,000</u>
2014-00-800-89-00-01-02-N-V	<u>1,103,000</u>
2014-00-800-89-00-01-03-N-V	<u>142,000</u>
2014-00-800-89-00-01-05-N-V	<u>169,000</u>
2014-00-800-93-00-21-02-N-V	<u>4,410</u>
2014-00-105-99-00-99-00-N-V	<u>399,362</u>
2014-00-800-87-00-00-00-N-V	<u>1,274,832</u>
2014-00-800-88-00-01-01-N-V	<u>3,205,200</u>
2014-00-800-88-00-04-01-N-V	<u>18,962</u>
2014-00-800-88-00-01-02-N-V	<u>970,000</u>
2014-00-800-88-00-05-02-N-V	<u>11,805</u>

2014-00-800-88-00-01-03-N-V	<u>157,500</u>
2014-00-800-88-00-05-03-N-V	<u>85,167</u>
2014-00-800-88-00-01-04-N-V	<u>17,355</u>
2014-00-800-88-00-01-04-N-V	<u>12,045</u>
2014-00-800-88-00-01-04-N-V	<u>5,070</u>
2014-00-800-88-00-05-04-N-V	<u>27,000</u>
2014-00-800-88-00-05-04-N-V	<u>10,000</u>
2014-00-800-88-00-01-05-N-V	<u>188,000</u>
2014-00-105-99-00-04-04-N-V	<u>225,841</u>
2014-00-800-86-00-01-01-N-V	<u>694,892</u>
2014-00-800-86-00-01-02-N-V	<u>0</u>
2014-00-800-86-00-01-03-N-V	<u>20,000</u>
2014-00-800-86-00-01-05-N-V	<u>6,750</u>
2014-00-105-93-00-00-00-P-V	<u>756,796</u>
2014-00-800-88-00-34-03-N-V	<u>183,073</u>
2014-00-800-93-00-34-03-N-V	<u>64,626</u>
2014-00-105-99-00-34-03-N-V	<u>148,667</u>
2014-00-800-88-00-02-01-N-V	<u>50,000</u>
2014-00-105-99-00-02-01-N-V	<u>402,000</u>
2014-00-800-88-00-02-02-N-V	<u>8,000</u>
2014-00-105-99-00-02-02-N-V	<u>71,000</u>
2014-00-105-99-00-02-03-N-V	<u>2,000</u>
2014-00-105-99-00-02-05-N-V	<u>78,000</u>

TERRITORIAL JURISDICTION

Sub Court, Kollam

- 1.Kollam East
- 2.Kollam West
- 3.Thrikkadavur
- 4.Thrikkaruva
- 5.Mundakkal
- 6.Eravipuram
- 7Vadakkevila
- 8.Kilikolloor
- 9.Mangadu
- 10.Panayam
- 11.Perinadu
- 12.Mulavana
- 13.Kottarakkara
- 14.Nedumpana
- 15.Pallimon
- 16.Thrikkovilvattom
- 17.Mayyanad
- 18.Thazhuthala
- 19.Meenadu
- 20.Aadichanalloor
- 21.Parippally
- 22.Kalluvathukkal
- 23.Chirakkara
- 24.Paravoor
- 25.Kottappuram
- 26.Poothakkulam

- 27.Elampalloor
- 28.Mantrothuruthu
- 29.Sakthikulangara

Criminal Courts of Kollam district
Area of Jurisdiction

1) Chief Judicial Magistrate's Court

- 1) Kollam East Police Station (1st Class offences only)
- 2) Coastal Police Station, Neendakara
- 3) Railway Police Station
- 4) Railway Protection Force.
- 5) Kollam Vanitha Police Station.

2) Court of the Judicial Magistrate of I Class-I, Kollam.

- 1) Kundara Police Station
- 2) Anchalummodu Police Station
- 3) Kilikolloor Police Station
- 4) East Kallada Police Station
- 5) Excise Range, Kollam. (Partly)

3) Court of the Judicial Magistrate of I Class-II, Kollam.

- 1) Kollam East Police Station (Excluding 1st class offences)
- 2) Eravipuram Police Station
- 3) Kottiyam Police Station
- 4) Sakthikulangara Police Station
- 5) Excise Range, Chathannoor (Partly)
- 6) Excise Range, Kollam (Partly)

4) Court of the Judicial Magistrate of I Class (Temporary)Kollam.

- 1) Kollam West Police Station
- 2) Traffic Police Station, Kollam

3) Pallithottam Police Station

5) Court of the Judicial Magistrate of I Class, Paravur

- 1) Paravur Police Station (1st Class offences)
- 2) Excise Range, Chathannoor (Partly)

6) Court of the Judicial Magistrate of I Class (Temporary), Paravur

- 1) Parippally Police Station
- 2) Chathannoor Police Station
- 3) Paravur Police Station (Excluding 1st class offences)

7) Court of the Judicial Magistrate of I Class, Karunagapally

- 1) Karunagapally Police Station
- 2) Oachira Police Station
- 3) Excise Range, Karunagapally.(Partly)

8) Court of the Judicial Magistrate of I Class, Sasthamcotta

- 1) Sasthamcotta Police Station (1st Class offences)
- 2) Excise Range, Sasthamcotta

9) Court of the Judicial Magistrate of I Class (Temporary), Chavara

- 1) Chavara Police Station
- 2) Chavara Thekkumbhagom Police Station

10) Court of the Judicial Magistrate of I Class (Temporary), Sasthamcotta

- 1) Sooranadu Police Station
- 2) Sasthamcotta Police Station (Excluding 1st class offences)

11) Court of the Judicial Magistrate of I Class-I, Kottarakkara

- 1) Kottarakkara Police Station
- 2) Ezhukone Police Station

- 3) Excise Range, Ezhukone (Ezhukone Police Station limit)
- 4) Excise Range, Kottarakkara.

12) Court of the Judicial Magistrate of I Class-II, Kottarakkara

- 1) Puthoor Police Station
- 2) Pooyappally Police Station
- 3) Excise Range, Chadayamangalam
- 4) Excise Range, Ezhukone (Partly)

13) Court of the Judicial Magistrate of I Class (Temporary), Kadakkal

- 1) Kadakkal Police Station
- 2) Chadayamangalam Police Station

14) Court of the Judicial Magistrate of I Class-I, Punalur

- 1) Anchal Police Station
- 2) Eroor Police Station
- 3) Kulathupuzha Police Station
- 4) Thenmala Police Station
- 5) Excise Range, Anchal
- 6) Excise Range, Pathanapuram (Partly)

15) Court of the Judicial Magistrate of I Class-II (Forest offences), Punalur.

Forest offences of Kollam Revenue district

16) Court of the Judicial Magistrate of I Class-III, Punalur

- 1) Pathanapuram Police Station
- 2) Punalur Police Station
- 3) Kunnicode Police Station
- 4) Excise Range, Pathanapuram (Partly)

17) Court of the Honorary Special Judicial II Class Magistrate (for Petty offences), Kollam.

Kollam Corporation Area

18) Court of the Honorary Special Judicial II Class Magistrate (Railways), Kollam.

Railway Protection Force Station from Ernakulam to Parasala.

JUDICIAL OFFICERS IN KOLLAM DISTRICT

KOLLAM

- 1 Sri. K.P.Sudhir
Principal District Court, Kollam
- 2 Sri. Baiju.E
I Addl. District Court Kollam
- 3 Sri.Sujith.K.N
II Addl. District Court Kollam
- 4 Sri.R Rama Babu,
Wakf Tribunal Kollam
- 5 Sri.Jayakumar John.S
Motor Accidents claims Tribunal Kollam
- 6 Sri.Vinayaka Rao.R
Family Court, Kollam
- 7 Sri.S.Krishnakumar
Addl.District Court-IV, Kollam
- 8 Smt.Sherly Deth.P
Addl.District Court-V, Kollam
- 9 Sri.Manoj.M
Addl.District Court-VI, Kollam
- 10 Sri. Mohit.C.S,
Chief judicial Magistarate Court, Kollam
- 11 Smt. Saima P.S ,
Prl. Sub Court Kollam
- 12 Smt.Subitha Chirackal ,
Add. Sub Court Kollam
- 13 Sri. Rakesh M.G,
Prl. Munsiff Court Kollam

14 Sri.Jyothi Babu.R ,
Addl. Munsiff Court Kollam

15 Sri.Baiju.T.D,
JFMC I Kollam

16 Sri. Rajesh.P,
JFMC II Kollam

KOTTARAKKARA

1 Vacant
Judge,Family Court

2 Vacant
Spl.Judge for trial of SC/ST(POA Case)

3 Sri.G.Gireesh
Addl.Sessions Court(Abkari Cases)

4 Sri.K.M.Ratheeshkumar
Sub Court

5 Sri.SureshKumar. R
Munsiff Court

6 Sri.Rajappan Nair M
JFMC I

7 Sri.S.Ramesh Kumar, JFMCII

PUNALUR

1 Sri. A.K Gopakumar
Motor Accidents Claims Tribunal

2 Smt.Pooja.P.P
Sub Court Punalur

3 Sri.Hareesh.G
munsiff Court

4 Smt.Lekshmi.K.Thampi
JFMC I

- 5 Smt.Sherin. Y.T,
JFMC II
- 6 Smt.Gigimole.P.K,
JFMC III

KARUNAGAPPALLY

- 1 Smt.Fathima Beevi.A
Sub Court
- 2 Smt.Sajini B S
munsiff Court
- 3 Vacant
JFMC I
- 4 Smt.V.S.Bindhukumari
Family Court Chavara

SASTHAMCOTTA

- 1 Smt.Amritha. T
Munsiff-Magistrate Court

PARAVUR

- 1 Smt.Roshini.H, MUNSIFF MAGISTRATE Court

Temporary magistrate courts

- 1 Smt.Beena Gopal
JFMC(TEMP),KOLLAM
- 2 Smt.Prasanna K
JFMC(TEMP),Chavara
- 3 Sri.Shanavas A
JFMC(TEMP),Paravur
- 4 Sri.Renjith Rajan
JFMC(TEMP),Sasthamcotta
- 5 Sri.Thomas Varghese
JFMC(TEMP),Kadakkal

GRAMANYAYALAYA

- 1 Smt.Sameer.A
Nyayadhikari,Chadayamangalam

- 2 Smt.Salini V
Nyayadhikari,Chavara
- 3 Aneesa B
Nyayadhikari,Chittumala,Perinad